

Town of Bennington, Vermont
Request for Proposals for Design Engineer
Bennington Streetscape Improvement Project
BENNINGTON STP SDWK(12)

Contact: Mark Anders, Planner, Local Project Manager
Bennington County Regional Commission
111 South Street, Suite 203
Bennington, VT 05201
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Date of Issue: September 17, 2014

Deadline: 4:00 p.m., October 17, 2014

Introduction

The Town of Bennington is requesting proposals from engineering firms (Consultants) for engineering services for a multi-use path project in the Town of Bennington, VT. The Town is seeking a Consultant with expertise in designing, engineering and permitting such a project as outlined in the *Local Transportation Facilities Guidebook*.

Project Development

Through a cooperative agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town will manage the project while the VTrans Local Transportation Facilities Unit (LTF) administers funding and reviews project material for compliance to Federal and State standards and policies as laid out in the LTF Guidebook.

The owner of the project is the Town, and the sole authority for the Consultant during the project rests with the Town of Bennington Select Board.

The Select Board has hired the Bennington County Regional Commission (BCRC) as the Local Project Manager (LPM).

Project Requirements

All work will be accomplished in accordance with the following:

- VTrans CADD Manual / MicroStation format
- VTrans Consultant Contract Provisions dated August 2008
- LTF Project Development Process

Project Description

The purpose of this project is to create safe and appealing multi-use path, along the north side of Kocher Drive for approximately 0.3 miles between the Aldi/CVS driveway and Performance Drive (identified on some maps as Memory Lane). The path will cross Route US 7 at grade.

A conceptual plan was developed and a preferred alternative was identified as part of a scoping study (see Appendix). The conceptual plan's main feature is a new 10-foot wide pedestrian and bicycle path along the north side of Kocher Drive. It will connect to the existing path on East Road and go to the Aldi/CVS Driveway. Where feasible, the path will be separated from the road by a 10-foot wide grass median planted with trees. The plan does not significantly alter Kocher Drive's travel lanes but it will require substantial fill along the embankment.

At the Kocher Drive/US Route 7 intersection there will be a new crosswalk, pedestrian refuge island and pedestrian actuated signals. To shorten the crossing distance and improve safety, Route 7's southbound exclusive right-turn lane will be eliminated. Three southbound lanes and two northbound lanes will remain.

See Appendix: *Scoping Study* for more details.

Response Format

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services.
2. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task. The scope of work should closely follow the scope of work included in this RFP. Please explain any changes.
3. A description of the approach to be taken toward completion of the scope of work.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.

5. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
6. Demonstration of success on similar projects, including a brief project description, any sample visuals or presentation materials developed for the project and a contact name and address for reference.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) A cost proposal consisting of a schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and a not-to-exceed fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each. The price shall include up to 20 site visits or meetings with the LPM and Town officials. These visits and meetings must be included in the not-to-exceed fee.

Selection

A committee that includes the Local Project Manager and representatives from the Town and the Regional Commission will make the consultant selection.

The following criteria, as a minimum, will be used to evaluate qualifications:

| Review Criteria | Weight | Maximum Points | Weighted Points |
|---|--------|----------------|-----------------|
| Availability of Technical Disciplines | 4 | 5 | 15 |
| Understanding of the Project | 4 | 5 | 20 |
| Knowledge of the Project Area | 3 | 5 | 20 |
| Past Performance on Similar Projects | 3 | 5 | 15 |
| Qualifications / Experience of Proposed Staff | 2 | 5 | 10 |
| Ability to Meet Schedules & Budgets | 2 | 5 | 10 |
| Knowledge of Federal and State Standards and Policies | 2 | 5 | 10 |
| TOTAL | | | 100 |

Cost will also be a significant factor in selecting the Consultant.

Submission Schedule

Submit printed proposals to:
Mark Anders

Bennington County Regional Commission, Suite 203
Bennington, VT 05201

Please submit 3 printed copies and also email one digital copy to manders@bcrcvt.org

Proposals must be received no later than 4:00 p.m. on October 17, 2014. Proposals received after this deadline will not be accepted.

Contract Requirements

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already registered. The registration forms can be obtained from the Vermont Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1104. The phone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant is expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Prime Consultant and any Sub-Consultants must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. One copy of this financial information for each firm designated as a sub-consultant. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each sub consultant's proposed work. Complete audited financial statements, balance sheets, etc. **do not** need to be submitted, if that information is on file with VTrans.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for that list.

The Consultant awarded this contract shall be responsible for furnishing VTrans with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the Town requesting approval for the change.

Please direct questions about this RFP to the Local Project Manager, Mark Anders, Bennington County Regional Commission, 111 South Street, Suite 203, Bennington VT 05201 — phone 802-442-0713 — email: manders@bcrcvt.org

Sincerely,

Mark Anders, Planner and Local Project Manager

Scope of Work

General Scope of Work

- **Background and Reference Materials:** This scope of work covers all the steps noted in the *VTrans Local Transportation Facilities Guidebook dated April 2009*.
- **Project Limits:** The project area is along Kocher Drive in Bennington, VT, beginning at the Aldi/CVS driveway and extending east for 0.3 miles to Performance Drive (aka Memory Lane).
- **Coordination/Documentation:** All project meetings and telecommunications will be documented and sent to the LPM and possibly others as directed. A project file will be maintained with all pertinent correspondence.
- **Project Status Updates:** Monthly project updates will be generated and sent by email to the Municipal Project Manager (LPM), LTF Project Manager (LTFPM), the Town, Project Team and any other individuals we are asked to add to the copy list.
- **Contract Updates**
- **Site Visits:** (Anticipate up to 20 site visits or meetings with the LPM and Town officials.)

PHASE A-PROJECT DEFINITION WORK TASKS

1. **Pre-design Conference:** An initial meeting with the LPM, LTFPM and Project Team to discuss and clarify the anticipated scope of services, project schedule and project budget.
2. **Local Concerns Meeting:**
3. **Data Collection:**

Topographic Survey will be collected by the Consultant and followed by the plotting of a base plan. Prior to the survey, individual property owners will be notified by letter written on Town letterhead, which introduces the surveyors and informs the property owners of the survey schedule. The survey data will include the utility poles and existing culverts as well as any utilities that are present within the immediate project limits.

The survey will be performed to VTrans Standards. The survey data will be imported into MicroStation using current VTrans Standards and will create a 3-

dimensional digital terrain model (DTM) as well as an annotated base plan showing all the existing detail.

Three copies of the survey plots will be provided to the LPM at a 1" = 50' scale. After the initial plot, an engineering field review will be completed to verify the survey plot and to identify additional engineering related survey needs. The existing Right-of-Way (ROW) will be depicted on the plan. Approximate existing property lines and owners names will be added to the base plan based on available electronic tax map information.

After the wetlands are flagged, a second survey request will be developed to collect the wetland flag information and other data along the project that is needed for engineering purposes. The survey plan and DTM will then be updated.

Updated Traffic/Accident Information will be obtained. Accident information will also be solicited from the Town and State. This information will be helpful in determining the design parameters.

Soils Investigations/Pavement Treatment Options:

Critical Environmental Resources and Permit Requirements: Complete field research and a site review to identify potential constraints such as historic districts, structures or properties, hazardous waste, archaeologically sensitive areas and wetlands. If archaeological field investigations become necessary, a separate budget request will be made at the time the required scope is identified. Wetlands will be flagged in the spring. Act 250 and other permit related needs will be investigated to determine the implications related to various design options, cost and the project schedule.

4. **Initiate Conceptual Design:** Upon completion of the field survey, conceptual design will be completed to identify the major project design challenges. This work will include creating a template that will allow for modeling and developing proposed slope limits then completing several critical cross sections to depict potential impacts to utility poles, trees, fences etc that will need to be addressed. In addition, consideration will be given to potential storm water treatment related grading that will further extend the slope limits in certain areas.
5. **Town and Utility Officials Meeting:** Arrange a meeting with key town officials. A representative(s) from the affected utility companies will need to be invited. The meeting purpose will be to discuss project challenges and agree upon resolutions.
6. **Public Update Meeting:** A public meeting will be held to update abutters and other interested parties on the project status and to get input on other issues that will be considered during the design process. A Notice of the Meeting will be created and

mailed to the abutters. The Town will be asked to update the abutter mailing list prior to the notices being sent out. The Town will be responsible for advertising the meeting in local media.

7. **Conceptual Plans Development:** Conceptual Plans will be developed according to the LTF guidelines. During the plans development, it is anticipated that two meetings will be required with the LPM, LTFPM, Town Officials and other affected parties, if necessary to present various design options to address items such as pavement treatment, tree impact mitigation/avoidance options and other design related options for consideration. Since utility pole relocations may impact sensitive resources that could affect decision-making, we propose to depict the anticipated relocations in sensitive areas on the Conceptual Plans. In addition, we propose to address storm water treatment on the Conceptual Plans. Coordination with ANR officials will be completed early and that input will be used as a basis for the design. Protection measures for trees that can be saved and mitigation (plantings) for tree removals will be shown on the plans. Environmental permit related issues associated with each option as well as a detailed construction cost estimate will be available to facilitate decision making. Once the plan package is completed, it will be submitted along with supporting documentation to the LPM, VTrans LTF Project Manager and the Town for review and comment. After comments are received, a Comment Review Meeting will be held to agree upon resolutions. The agreed to resolutions will then be incorporated into the Conceptual Plans. A set of Revised Conceptual Plans will then be submitted. A Public Information Meeting will then be scheduled to present the project. A Notice of the Meeting will be created and mailed to the abutters. The Town will be asked to update the abutter mailing list prior to the notices being sent out. The Town will be responsible for advertising the meeting in local media. Design Engineer will prepare meeting graphics and lead the presentation. It is assumed that any potential plan revisions associated with meeting input will be incorporated into the 60% Plans, as part of Phase B.

Plans and supporting data comparing design options for work session meetings.

- Meeting memos.
- Conceptual Plans (Title Sheet, Typical Sections including the proposed pavement and substructure treatment, Base Plan and Profile Sheets with proposed layout, Cross Sections, Conceptual Traffic Control).
- Summary of Conceptual Plan Comments with suggested resolution for discussion and updating at the Comment Review Meeting.
- Detailed Construction Cost Estimate.
- Draft list of abutters for Town to update.
- Public Notice of the meeting.
- Public Meeting memo.

8. **Environmental Impact Resolution:** After acceptance of the Conceptual Plans by the Town, we will proceed with submitting documentation necessary to obtain the

National Environmental Policy Act of 1969 (NEPA) permit, which for this project is expected to be a Categorical Exclusion Document. The submittal will include the standard Environmental Analysis Sheet. The VTrans Environmental Section will be responsible for submitting the environmental documentation to the FHWA for an expected categorical exempt determination. In addition, we will obtain the Act 250 Jurisdictional Determination.

PHASE B-PROJECT DESIGN WORK TASKS

- 1. Preliminary (60%) Plans:** Once the environmental determination has been made, the plans will be detailed further as described in the LTF Guidelines. This is a major design step as it will include detailed drainage design, including the formal storm water discharge permit application, landscape design as well as plan, cross section and profile details. Provide technical information for use in preparing the remaining State and Federal permits required for the project. No formal submittal of plans for review will be required. Copies of the plans will be made and sent to the utility companies.
- 2. Utility Relocation:** In the conceptual phase, we initiated early coordination with the utility companies to plan out the anticipated relocation needs. At this time, 60% Plans will be sent to the utility companies who will be asked to show their detailed relocations including anticipated guy poles and wires. The relocations will be added to the plans and will begin to assess potential impacts to private property and sensitive resources. Once the utility relocations are final, we will draft Utility Relocation Agreements in accordance with the process outlined in the LTF Guideline.
- 3. Property Owner Meetings:** Contact the owners and arrange for individual meetings preferably at a public location near the project such as the Town Office or the Library. If preferred by the property owner, the meeting could also be held on site. Invitees to the individual property owner meetings will include a representative from each utility company, the LPM, VTrans Project Representative, a representative from the Town and a Design Engineer representative able to explain the proposed improvement and any associated impacts to the subject property. The representative will also explain the ROW process and ask ROW related questions to complete the Property Owner Report. This information will include a request for each property owner to identify the approximate location of their well and septic system on the plan. Input from the property owners will be received and documented. Plan revisions will be made as agreed to by the LPM, VTrans Project Representative and the Town.
- 4. Re-evaluation of the Categorical Exclusion:** It is assumed that you will need to update the CE to reflect revisions to the project scope and related impacts or proposed mitigation since it was first submitted and approved. This updated

document will be forwarded to the VTrans Project Representative for processing by the VTrans Environmental Section.

5. **Right-of-Way Acquisition:** Rights to construct the improvement will be obtained following the process as outlined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we may generate a proposed scope of work and cost estimate to complete these services.
6. **Abstract of Title:** An abstract of the title is required for all acquisitions. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we may generate a proposed scope of work and cost estimate to complete these services.
7. **Right-of-Way Plans:**
8. **Appraisals/Appraisal Review/Negotiation/Certification Letter:** All of these steps will be completed in a manner consistent with the requirements as outlined in the LTF Guidebook. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we may generate a proposed scope of work and cost estimate to complete these services.
9. **Final (85%) Plans:** The project plans and associated documentation will be updated to incorporate changes required by the permitting agencies, the ROW process and the final utility relocations. The Final Plans with an updated list of items, quantities, a cost estimate and a Quality Control and Quality Assurance (QA/QC) plan will be submitted to the LPM and VTrans Project Representative for review and concurrence. Any requested revisions will be incorporated.
10. **Municipal Certifications:** The Town will complete submittal of all required certifications to VTrans including but not limited to ROW and Utility as well as statements of compliance with applicable local, state and federal regulations, permits, agreements and clearances.
11. **Contract Plans (100%):** These plans will incorporate all comments received on the 85% plans. In addition, contract specifications, special provisions and the final estimate will be completed and submitted to the LPM and VTrans Project Representative.

PHASE C-CONSTRUCTION SERVICES WORK TASKS

1. **Plans, Specifications and Estimate (PS&E):** These materials are a product of the design process.
2. **Procurement Procedures for Construction Services:** After VTrans issues written approval of the PS&E and notice to proceed, the Town will proceed with the procurement of construction services in a manner consistent with the LTF Guidelines.
3. **Invitation for Bids:** Town and their design engineer will put together the Invitation for Bids (IFB). The IFB Checklist will be used to ensure that all materials are in place before the invitation is issued. The Bid Packages will be sent to the LPM.
4. **Bid Opening/Bid Analysis/Authorization to Award Contract:** Hold a bid opening, perform bid analysis and assemble a bid summary that lists the names of all the bidders and the amounts of the associated bids. This summary along with a copy of the bid analysis and a written statement by the Town that the Town intends to award the contract to a specific contractor, with a concurrence line, will be forwarded to the VTrans Project Manager for review and concurrence. Upon receiving concurrence, the Town will be authorized to enter a contract with the low bidder.
5. **Preconstruction Conference:** Design Engineer will send a representative to this meeting that will be chaired by the Construction Resident Engineer.
6. **Oversight by Municipality:** It is anticipated that the construction cost will exceed \$250,000. Therefore, the Town will be responsible for providing project oversight, most likely through the use of a Construction and Inspection Consultant utilizing standard Procurement Procedures. Design Engineer will remain available to provide design engineering services which may include shop drawing review, addressing field changes and attending the final inspection.